

Roof Condition Checklist

Prepared by: _____

Reviewed by: _____

Location: _____

Date completed: _____

Date reviewed: _____

Note: Prior to going on the roof, make sure safe work practices are in place and being followed.

Items to be Inspected	Action Needed	OK	Comments
Leaks evident			
Repairs underway			
Roof top equipment properly secured			
Roof top equipment access panels securely attached			
Roof top equipment strapping and anchoring in place			
Skylights in good condition			
Scuppers, roof drains, gutters, downspouts free of obstructions			
Scuppers, roof drains, gutters, downspouts in good condition and adequately attached			
Ponding or evidence of recent ponding			
Roof cover torn, loose, missing shingles or tiles, separated seams, etc.			
Blistering			
Scouring of gravel or ballast			
Parapet walls sound			
Roof debris			
Any missing loose or damaged flashing			
Overhanging tree limbs			